



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 52364

POSITION TITLE: CLERK OF THE COURT, APPELLATE DIVISION **JG: NS**

LOCATION: APPELLATE DIVISION, 2ND JUDICIAL DEPARTMENT
45 Monroe Place, Brooklyn, New York 11201

BASE SALARY: \$200,257 + \$4,635 LOCATION PAY

CLASSIFICATION: EXEMPT / CONFIDENTIAL

QUALIFICATIONS: Admission to the New York State Bar and ten (10) years of legal experience.

DISTINGUISHING FEATURES OF WORK: Clerks of the Court are among the highest ranking non-judicial employees in the Appellate Divisions of the Supreme Court. They are responsible for assisting the Presiding Justices in formulating policies and procedures to govern the day-to-day, non-judicial operations of the Appellate Divisions, and performing other related duties.

ASSIGNMENT: The Clerk of the Court is one of the highest-ranking non-judicial employees in the Appellate Division of the Supreme Court. The duties of the Clerk of the Court include, but are not limited to, the following: represents the Appellate Division before legislative committees, bar associations, units of the Office of Court Administration, and other agencies; develops recommendations concerning policy, administrative structure, programs, and procedures; and responsible for the coordination of workload, productivity in the Law and Decision Departments as well as statistical analysis and reporting of the Court's caseload and future goals to meet necessary production levels. These duties require a strong background in appellate practice, working knowledge of the Court's rules of practice, and the ability to express oneself, both verbally and in writing, clearly and concisely. The Clerk also serves as the Court's liaison to its agencies, including the Appellate Terms, Mental Hygiene Legal Service, three Attorney Grievance Committees, and the Committees on Character and Fitness.

The Clerk directly supervises six deputy and associate deputy clerks, whose responsibilities include conferring Orders to Show Cause with litigants, presenting Orders to Show Cause to justices of the court for signature, answering procedural questions posed by litigants by telephone, in writing, and in-person, responding to written correspondence, reviewing submission made to Clerk's Office for compliance with Court's rules, processing applications, reviewing the Court's decisions on motion and appeal before public release, and reviewing proposed decisions and recording votes at consultation. An extensive understanding of all the specific duties and responsibilities of the Second Department is required.

GENERAL INFORMATION: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this title. They do not include all job duties performed by employees in the title, and every position does not necessarily require these duties. Although a position is available and situated at a specific location, the appointee may be subject to reassignment to any position in the same title in this promotion unit dependent upon the needs of the Unified Court System. All applications received from this announcement may be used to fill any vacancies in this title that may occur in this court or agency within the next six (6) months. Position(s) available at the present time: 1.

APPLICATION PROCEDURES: All interested persons meeting the minimum qualifications are encouraged to submit a UCS-5 Application for Employment form (obtainable from any administrative office in a court building or on the web at www.nycourts.gov/careers/UCS5.pdf) and a resume by email to AD2-Postings@nycourts.gov or by mail to:

Appellate Division, 2nd Judicial Department
45 Monroe Place
Brooklyn, New York 11201
Attention: Human Resources Department

[APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.](#)

POSTING DATE: September 20, 2023

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: October 18, 2023

The New York State Unified Court System is an equal opportunity employer, and does not discriminate on the basis of race, color, religion, gender (including pregnancy and gender identity or expression), national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, parental status, military service, or other non-merit factor.